



CITY OF FLAGSTAFF, COUNTY OF COCONINO

CITY OF FLAGSTAFF ADMINISTRATION  
OFFICE OF LABOR STANDARDS

Legal Employer/Business Name: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
Employer Phone Number: \_\_\_\_\_  
Employee Name: \_\_\_\_\_  
Employee Start Date: \_\_\_\_\_  
Date submitting form: \_\_\_\_\_

**RE: [WRITTEN NOTICE OF THE CITY OF FLAGSTAFF'S MINIMUM WAGE LAW]**

As an employee performing or expected to perform work within the city limits of Flagstaff you are afforded rights under Chapter 15-01 of the Flagstaff City Code ("Minimum Wage"). ***You have as of January 1, 2018 the:***

1. Right to earn no less than the minimum wage if you perform or are expected to perform twenty-five (25) hours or more of work in a calendar year within the city limits of Flagstaff, AZ regardless of employer's location or employee's immigration status. The current minimum wage rate in Flagstaff is [\_\_\_\_\_]. The minimum wage is adjusted each year starting January 1, 2018 thereafter. Visit [www.flagstaff.az.gov/minwage](http://www.flagstaff.az.gov/minwage) to view the multi-year minimum wage schedule.
2. Right to receive no less than the minimum wage of [\_\_\_\_\_]; **as a tipped employee**, when all hours worked (cash wage) and all tips retained are calculated together during the workweek.
3. Right to be provided written notice of the minimum wage, information about the City's Office of Labor Standards and other rights afforded under the law.
4. Right to file a complaint with the City's Office of Labor Standards (OLS) or file a civil lawsuit against the employee's employer.
5. Right to be free from retaliation for exercising your rights under the law.
6. Right not to be unlawfully discharged or have any adverse action taken against you for exercising your rights or filing a claim, assisting another person in exercising their rights or informing another person about their rights.

If you should have any questions, please do not hesitate to speak to your immediate supervisor, a member of your management team, or your human resource department. You may contact the City's Office of Labor Standards (OLS) if you have additional questions about rights and responsibilities under Flagstaff's minimum wage law. Visit [www.flagstaff.az.gov/minwage](http://www.flagstaff.az.gov/minwage) to view the full version of the law.

Acknowledgment of Receipt:

\_\_\_\_\_  
Employer Representative Name (Type/Print)

\_\_\_\_\_  
Employee Name (Type/Print)

\_\_\_\_\_  
Employer Representative Name (Signature)

\_\_\_\_\_  
Employee Name (Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)